



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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Second District

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Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 15, 2011

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

2010-11 ANNUAL MAPP EVALUATION AND 2011-12 MAPP GOAL SUBMISSION INSTRUCTIONS FOR DEPARTMENT HEADS

This memorandum provides instructions and due dates for the submission of completed 2010-11 annual Management Appraisal and Performance Plan (MAPP) evaluations and 2011-12 MAPP goals for department heads.

Although MAPP increases will not be awarded given the current proposed budget curtailments, adherence to the MAPP process (i.e., performance planning, goal development and performance evaluation) is still necessary under County Code, section 6.08.300 et seq. All department heads will be evaluated on their contributions toward achieving the priorities of the Board of Supervisors (Board) and the performance expectations for their respective departments. Further, the goals of each department head must be aligned with the County's business priorities and strategies as set forth by the Board and this Office. We appreciate your continued diligence to achieve efficiencies, reduce costs, realize expected revenues, and deliver quality services to our County residents.

As a reminder, all 2010-11 annual MAPP evaluations and 2011-12 annual MAPP goals will be submitted using the Performance Net system. The Performance Net system may be accessed from the County's Intranet at <http://performancenet.lacounty.gov>.

2011-12 ANNUAL GOAL SUBMISSION FOR DEPARTMENT HEADS

Department heads are to immediately begin developing proposed MAPP goals for 2011-12 in collaboration with the Board or their designated deputies. The new goals should be based upon Board policy, key outcomes or performance measures, identified County business strategies, departmental operational priorities, necessary program improvements, etc.

"To Enrich Lives Through Effective And Caring Service"

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At least three MAPP goals should be submitted in the Performance Net system. Each goal should be specific, measurable, and include a completion time frame. Each goal should be appropriately linked in the Performance Net system to a relevant departmental and County strategic goal or initiative. There should be at least one stretch goal and one risk management goal that is appropriately identified in the Performance Net system.

Changes to the department head MAPP goal submission process are listed below:

1. Department heads should meet with and/or communicate their draft goals to their deputies in each Board office.
2. Special MAPP/policy cluster meetings will be scheduled during July through early August to discuss and coordinate goals related to major issues (for example, Los Angeles County Regional Gang Violence Reduction or Katie A). It is anticipated that each Board office will be represented in the discussions and that, at those meetings, Board deputies will provide input to departments regarding each Supervisor's priorities.
3. Following approval by Board offices, department heads will **enter MAPP goals into the Performance Net system by Friday, August 5, 2011**. This Office will compile the goals of all department heads as approved in Performance Net and formally present all goals in a **Board letter for closed session on August 30, 2011**.
4. This Office will conduct semi-annual reviews of the department heads' progress and immediately alert the Board should a modification of a goal, resources allotted or other adjustment be required during the MAPP plan year.

2010-11 ANNUAL MAPP EVALUATION SUBMISSION FOR DEPARTMENT HEADS

We are extending the self-assessment due date to **Monday, August 8, 2011**, to allow MAPP participants more time to compile year end data. Evaluations will be completed and entered into the MAPP system by September 15, 2011.

MAPP TRAINING OPPORTUNITIES

An online training course, "Performance Net Basics – For MAPP Participants (Web-based)" is available. The training course provides instruction on navigating through the Performance Net system, and it demonstrates how to develop and manage goals, complete a self-assessment, and rate employee performance. Each

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departmental human resources office can provide guidance on accessing the online training course. Also, the *Performance Net Basics for MAPP Participants (Version 2)* manual was emailed to all MAPP Administrators and MAPP participants in January 2011.

If you have any questions regarding the MAPP evaluation or goal submission process, please contact your departmental MAPP administrator or your staff may contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or at esandt@ceo.lacounty.gov.

For technical assistance, please contact Carla D. Williams at (213) 893-7810 or at cawilliams@hr.lacounty.gov, or Elisabeth Dugan at (213) 974-2349 or at edugan@hr.lacounty.gov.

WTF:EFS:cg

c: Each Supervisor
 Chief Deputies
 Administrative Deputies
 Departmental Human Resources Managers
 Departmental MAPP Administrators